

DRAFT

IOWA DEPARTMENT OF HUMAN RIGHTS DIVISION OF COMMUNITY ACTION AGENCIES

On behalf of the FaDSS Council

Family Development and Self-Sufficiency Program (FaDSS)

Request for Proposal (RFP)

**Project Period: July 1, 2022- June 30, 2025
SFY 2023 - SFY 2025**

TABLE OF CONTENTS

Part I: RFP Overview

- 1.0 Introduction
- 1.02 Proposed Period and Contract Terms
- 1.03 Eligibility Requirements
- 1.04 Services to be Delivered
- 1.05 Service Delivery Areas
- 1.06 Available Funds
- 1.07 Schedule of Important Dates
- 1.08 Inquiries
- 1.09 Changes to the RFP
- 1.10 Open Competition
- 1.11 Withdrawal of Application
- 1.12 Acceptance of Terms and Conditions
- 1.13 Use of Subcontractors
- 1.14 Appeal of RFP and Award Decisions

Part II: Grant Application

- Section 1: Cover sheet
- Section 2: Program summary
- Section 3: Population served
- Section 4: FaDSS Personnel
- Section 5: Supervision
- Section 6: Professional Development
- Section 7: Service Delivery
- Section 8: Program Evaluation
- Section 9: Fiscal Management
- Section 10: Assurances/Other

Part III: Grant Application Scoring

- Scoring Methodology
- Accepting/Rejecting Applications
- Points Possible per Section
 - Section 1: Cover sheet
 - Section 2: Program summary
 - Section 3: Population served
 - Section 4: FaDSS Personnel
 - Section 5: Supervision
 - Section 6: Professional Development
 - Section 7: Service Delivery
 - Section 8: Program Evaluation
 - Section 9: Fiscal Management
 - Section 10: Assurances/Other

Part IV: Appendices

Appendix A

Application Instructions

Table 1: Service Delivery Areas

Table 2: Available Funds

Appendix B

FaDSS Draft Eligibility Policy

FaDSS Caseload Size Policy

FaDSS Capacity Policy

FaDSS Draft Virtual Visit Policy

Appendix C

FaDSS Contract Template

427 Iowa Administrative Code Chapter 15

FaDSS Program Standards

FaDSS Concept Paper

FaDSS Menu of Assessment and Screening Tools

Assessment/Screening Tool Request Form

FaDSS Performance Outcome Measures

FaDSS Comprehensive Quality Assurance Process

Appendix D

Proposed Budget Form

Proposed Budget Instructions

Budget Detail Form

Budget Detail Sample

Consultant Form

FaDSS Other Support Summary Instructions

PART I: RFP OVERVIEW

1.0 Introduction

In 1988, the Iowa Legislature established a Family Development and Self-Sufficiency (FaDSS) Council to study, fund and evaluate programs, which provide developmental services to families who are at risk of long-term welfare dependency. In addition to these duties, the FaDSS Council awards grants to public or private organizations for the provision of FaDSS services. Since 2000, the FaDSS program has been available in all of Iowa's 99 counties.

In 2008, the Iowa Legislature granted responsibility of the FaDSS program in Iowa Code to the Department of Human Rights (hereafter referred to as the Department).

On behalf of the FaDSS Council, the Department is issuing a competitive application to fund FaDSS services in 15 service areas in accordance with Iowa Code section 216A, Iowa Code section 107 and the rules in 427 Iowa Administrative Code Chapter 15.

Specific instructions pertaining to the submission of applications in response to this RFP are included in **Appendix A**.

1.02 Proposed Period and Contract Terms

The project period shall be from July 1, 2022 to June 30, 2025. Grants will be awarded for a three-year term, contingent upon annual program reviews and funding. The Department may modify contract terms and conditions during the course of the grant period.

1.03 Eligibility Requirements for Applicants

Applicants must meet each of the following requirements for consideration:

1. Eligible Applicants: any government, for profit, or not for profit organization is eligible to submit a proposal in accordance with this RFP.
2. Electronic communication requirements: Applicants are required to maintain and provide to the Department, upon application, a current valid email account for electronic communication with the Department.

1.04 Services to Be Delivered

Awarded Applicants are expected to:

- Follow program requirements as outlined in Iowa Code section 216A, Iowa Code section 107 and the rules in 427 Iowa Administrative Code Chapter 15
- Provide services in accordance with the annual FaDSS Contract
- Adhere to the FaDSS Core Components to provide comprehensive FaDSS services primarily in the families' home setting
- Meet the FaDSS Program Standards
- Maintain records as directed by the Department to include, but not limited to:
 - information on referred families

- information on families served
- Information regarding the direct and indirect services provided to families
- records of expenditures
- other appropriate information specified by the FaDSS Council or Department necessary for overall evaluation

More information on the FaDSS program policies, contract, core components and standards referenced above can be found in **Appendix B and Appendix C**.

1.05 Service Delivery Areas

Applicants will select the predetermined service area in which services will be provided specific to that application. Please refer to **Appendix A, Table 1: Service Delivery Areas**.

Applicants may submit only one application per service delivery area. Applicants may apply for more than one service delivery area. If an applicant applies for more than one service delivery area, separate applications must be submitted for each service delivery area.

1.06 Available Funds

The source of funding for the FaDSS program is federal Temporary Assistance for Needy Families (TANF) and state Maintenance of Effort dollars. Applicants may apply for funding up to the amount indicated in **Table 2: Available Funds in Appendix A** for the total initial 12-month contract period. DHR will award 15 contracts (one service provider in each service delivery area).

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on the availability of funding or any other grounds determined by the Department.

1.07 Schedule of Important Dates

The following dates are set forth for informational purposes. The Department reserves the right to change them.

EVENT	DATE
RFP Approved by the FaDSS Council	November 18, 2021
RFP Issued	November 30, 2021
Written Questions and Responses Applicant Questions Due:	December 17, 2021
Responses Posted By:	January 3, 2022
Applications Due	February 10, 2022 by 4:00 PM
Post Notice of Intent to Award	March 25, 2022

The RFP will be posted on the Iowa Department of Human Rights website. The RFP will remain posted through the application due date. Information pertaining to the RFP will remain on the website until the notice of intent to award is posted.

Written questions related to the RFP must be submitted via email to DCAA@iowa.gov no later than the date specified in the table above. Written questions submitted after the date specified will not be considered and the Department will not provide a response.

Unauthorized contact regarding this RFP with state employees may result in disqualification.

The Department will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule listed in the table above. The Department's responses will be considered part of the RFP and will be posted to the Department's web page.

Applications must be submitted by 4:00PM (Central Standard Time) on February 10, 2022 in accordance with the instructions outlined in **Appendix A**. Applicants will receive confirmation that their application has been received by the Department via an email response which states, "The DCAA has received your email".

A notice of intent to award the contracts will be posted by 4:30 PM on March 25, 2022 on the Department's web page. Applicants are solely responsible for reviewing the Notice of Intent to Award posting to determine their award status.

Contracts will be executed in June 2022 and will be effective beginning July 1, 2022.

1.08 Inquiries

For technical questions regarding the web page or to confirm submission, Applicants may email DCAA@iowa.gov or call (515) 229-0439 (available between 8:00 AM and 4:30 PM on weekdays, excluding state holidays).

Unauthorized contact regarding this RFP with state employees may result in disqualification.

1.09 Changes to the RFP

The Department reserves the right to amend the RFP at any time. In the event the Department decides to amend, add to, or delete any part of this RFP, a written amendment will be posted on the Department's web page. Applicants are advised to check this web page periodically for amendments to this RFP. In the event an amendment occurs after the Funding Opportunity is closed, the Department will email the written amendment to the individual identified as the Application Point of Contact in the Cover Letter in Section 1 of the submitted application.

1.10 Open Competition

No attempt shall be made by the applicant to induce any other person or entity to submit or not to submit an application for the purpose of restricting the competition.

1.11 Withdrawal of Application

An application may be withdrawn at the request of an applicant at any time prior to the due date and time. An application may be resubmitted prior to the stated due date and time for the submission of applications.

Applications that are withdrawn after the RFP closes will be excluded from consideration. Requests to withdraw an application must be submitted in writing to DCAA@iowa.gov.

1.12 Acceptance of Terms and Conditions

An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting an application, the applicant agrees that it will not bring any claim or have any cause of action against the Department or the State of Iowa based on the terms or conditions of the RFP.

All terms of the RFP and any subsequent award, negotiation or issued contract is at the full discretion of the FaDSS Council or the Department. If additional information is deemed necessary by the FaDSS Council in order to review any application or issue a contract award, the Department may request additional information.

1.13 Use of Subcontractors

The applicant is fully responsible for fulfilling all requirements of the RFP. The use of subcontractors is discouraged within the FaDSS program as it can be challenging for a FaDSS contractor to oversee a subcontractor. Applicants who include the use of subcontractors in an application should clearly identify how subcontractors will be utilized and how they will enhance service provisions in the application. The use of subcontractors is further subject to the contract negotiation process, contingent upon an award. No subcontract into which the applicant enters will relieve the applicant of any responsibility for performance of its duties in the RFP or contract.

1.14 Appeal of RFP and Award Decisions

Applicants dissatisfied with a FaDSS Council decision regarding the RFP or award may appeal the decision. The appeal must be based on a contention that the process violated state or federal law, policy, or rule; did not provide adequate public notice or was altered without adequate public notice; or involved conflict of interest or was biased or unfair. The appeal must specify the basis for the appeal and must include supporting evidence. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing to DCAA@iowa.gov. Within fifteen working day of the receipt of the appeal, the director of the Department shall issue a final decision. All Applicants will be notified if an appeal is filed.

PART II: GRANT APPLICATION

Section 1: Cover Sheet

The cover sheet must include the following headings and applicant information.

1. **Applicant's Legal Name:** Include the official name of the applicant organization. For consortium and multi-organization programs, enter the legal name of the entity with which a contract will be executed.
2. **Applicant's Mailing Address:** Include the physical address to which contracts are to be mailed.
3. **Program Name:** For programs which operate under a different name than the organization name, include the program name.
4. **Organization Executive Director:** Include the name of the chief executive officer or director of the applicant organization, and the appropriate email address and telephone numbers.
5. **Fiscal Contact Person:** Include the name of the applicant's fiscal officer or controller who will be fiscally responsible for the FaDSS grant and the appropriate email address and telephone number.
6. **Application Point of Contact:** Include the name, email address, and phone number of the point of contact responsible for receiving and responding to electronic communication from the Department.

Service Delivery Area

Identify the service area for which the applicant is applying from the list below. Refer to **Table 1: Service Delivery Areas in Appendix A**.

Section 2: Program Summary

Program Overview

In narrative format, Applicant shall describe each of the items listed below:

1. Background:
 - a. Describe the Applicant organization's background. Include specific information that would support the services provided in this RFP. Include an organizational chart.
2. Demonstrated Experience:
 - a. Identify other projects formerly and currently provided by the Applicant that are similar to the services being applied for.
3. Partnerships:
 - a. Describe the partnerships that the Applicant is pursuing or actively engaging in that support the provision of services provided in this RFP.

Section 3: Population Served

In narrative format, describe the Applicant's plans and ability to meet the capacity assigned to the identified service delivery area. Describe how the Applicant will market the program and recruit eligible families to maintain 95% program capacity at all times. FaDSS administrative rules identifies conditions and criteria that may place families at risk. **Refer to Appendix C for 427 Iowa Administrative Code Chapter 15.** Explain how the program will identify families within the service area who meet the conditions and criteria.

Responses should include the following:

1. Marketing Plan: describe the marketing plan that the organization will use to inform eligible families about the services. Include a description of the activities included.
2. Recruitment Strategies: describe the strategies the organization and specialists will use to recruit eligible families.
3. Referral Process: for all eligible populations listed below, describe how referrals are received and reviewed by the program and how referred families are assigned to specialists, including timeframes.
 - a. PROMISE JOBS Families Receiving FIP
 - b. Non-PROMISE JOBS families Receiving FIP
 - c. Vulnerable families that meet the priority of service requirements as outlined in the Draft FaDSS Eligibility Policy.

Refer to Table 1: Service Delivery Areas in Appendix A for information on assigned service delivery area capacity. Refer to Appendix B for the FaDSS Draft Eligibility Policy and the FaDSS Capacity Policy.

Section 4: FaDSS Personnel

Personnel Structure

The Applicant shall provide specific information about the FaDSS personnel related to providing the services described in this RFP. Specifically Applicants will identify the title/position, name (if applicable), role and responsibilities, experience and education, and credential as applicable for each person with time dedicated to the FaDSS program including a breakdown of the time spent according to each role the individual serves. Please refer to **FaDSS Contract Template Section 20.8 Adequacy and Qualification of Personnel for FaDSS Coordinator qualification requirements in Appendix C.**

At a minimum, Applicants must identify the following key personnel:

1. Executive Director
2. Program Administrator or other leadership staff involved in the FaDSS program
3. Information Technology Administrator
4. Program Coordinator/Supervisor(s)
5. Family Development Specialist(s)

Please include the caseload size of any personnel providing direct services to families (refer to Caseload Size Policy in Appendix B). A Family Development Specialist shall only work for the FaDSS program if at all possible. If a Family Development Specialist will provide non-FaDSS services funded by another program within the Applicants organization this must be described. Services provided in the FaDSS program that are conducted in conjunction with other funded services by the same worker to the family are considered multiple services. The Applicant must outline procedures of how these other services are being provided separately from services provided in FaDSS.

Vacancy Plan

In narrative form, the Applicant shall describe the agency's plan when staff vacancies occur (at both the Family Development Specialist and Coordinator levels) specifically addressing the following.

1. How service intensity is maintained for enrolled families
2. How overall program capacity is maintained
3. Impacts on or changes to the program referral process
4. Provision of supervision in the event of a Coordinator absence

Describe or provide the following information:

1. Agency staff turnover rate for the last three years
2. Ongoing efforts to reduce staff turnover
3. Efforts to recruit a diverse workforce

Section 5: Supervision

In narrative form, describe the Applicant's supervision plan, including individual and group supervision, frequency and content of supervision. Specifically, address the following:

1. Individual supervision: describe how one-on-one supervision will occur, specifically how supervisors address or complete the following:
 - a. Review of all enrolled families
 - b. Review of service intensity
 - c. Criteria used to increase or decrease service intensity
 - d. Location and method of supervision including efforts to provide culturally responsive supervision to diverse staff.
2. Group supervision: describe how group supervision is provided, if applicable, including the process used to conduct family staffing.
3. Supervision of the FaDSS Coordinator: describe supervision of the FaDSS Coordinator or other supervisors, regardless of whether they carry a caseload. Identify the person/title providing supervision. Provide a general description of the content and frequency of these meetings. For Supervisors/Coordinators who carry a caseload, describe the process for supervising their caseloads.

Refer to the FaDSS Program Standards in Appendix C.

Section 6: Professional Development

In narrative form, describe the Applicant's professional development and support plan. Include the following information:

1. Onboarding new staff: describe the onboarding process for new staff.
2. Annual professional development and support including a description of:
 - a. How Family Development Specialists are engaged in developing their own professional development plans, including the development of leadership skills.
 - b. How professional development opportunities are individualized and promote or support staff within the organization or profession.
 - c. How ongoing training and support related to diversity, equity and inclusion are provided to all FaDSS personnel. Include a description of how staff are trained to work with diverse families including:
 - i. families for whom English is a second language or who have limited English proficiency
 - ii. family members who experience disabilities
 - iii. family members who identify as LGBTQIA
 - iv. racial/ethnic diversity
3. Support: describe how the Applicant supports the self-care of staff. Include whether the agency has a mentoring plan for FaDSS personnel.

Refer to the FaDSS Program Standards in Appendix C.

Section 7: Service Delivery

In narrative form, address each of the FaDSS core components listed below. Explain how the program considers/implements the FaDSS core components in a trauma-informed manner and demonstrates the use of an equity lens for all elements of service provision. These activities can include those required by FaDSS standards and other activities that go beyond the FaDSS standards.

Home Visiting: Provide an overview of the program's approach to the provision of home visits. Describe the following:

1. How the organization allows for flexible work schedules to ensure that home visits can be conducted outside of the typical 8:00 am - 4:30 pm work schedule.
2. A typical first home visit with a family. Include a description of the program's approach to developing a strength-based, trauma-informed, and culturally responsive relationship with each family.
3. Activities that occur at every home visit and activities that take place as needed.
4. Efforts to re-engage families when visits are missed.
5. How the whole family (including children) are involved in home visits and engaged in services.
6. The circumstances that would lead to the provision of visits outside of the home (quality visits). Include information regarding any organization policies that address when a family should be seen outside of the home when in-person visits are required and the modes the program utilizes to conduct virtual visits. **Refer to FaDSS Draft Virtual Visit Policy in Appendix B.**
7. How services are provided to support families in the following: job-preparedness skill building, family budgeting and financial education, nutrition, self-esteem building, methamphetamine education, health, parenting skill development, and child development.

Assessment: Provide an overview of the assessment process the program will conduct with participating families. **Refer to the FaDSS Menu of Assessment and Screening Tools in Appendix C.** Address the following:

1. All programs are required to assess/screen families in the areas of general family functioning, domestic violence and child development for children ages 0-5. Describe the assessment/screening tool and the approach the program will use for each required area assessment.
2. All programs are required to have a tailored approach to screening and assessment of adult education and employment, basic needs and services, and mental health and substance abuse issues according to the needs of participating families. Describe how the program will screen for these using formal assessment(s) outlined in the FaDSS Menu of Assessment and Screening Tools, or informally. Include the following in the description:
 - a. Explain if assessments are optional for families or if the assessment will be performed with all participating families.
 - b. Timeframes for performing initial and follow up assessments, if needed.

3. The program may submit additional screening and assessment tools for consideration. **Refer to Assessment/Screening Tool Request Form in Appendix C.** Describe how the program incorporates a trauma-informed, culturally responsive approach to introducing and completing screening and assessment tools with families.

Goal Setting: Provide an overview of the goal setting process. Describe the following:

1. How information obtained through screening and assessments is utilized in goal setting with families.
2. How families are involved in articulating and developing goals.
3. How goals are supportive of other service plans, including the Family Investment Agreement for families participating in PROMISE JOBS.
4. How goal setting is completed when families are in crisis situations.
5. How the whole family (including children) are involved in the goal setting process.

Referrals and Collaboration: Provide an overview of the program's approach to collaboration and the provision of referrals. Describe the following:

1. How families are linked in a culturally responsive manner to services including health care, prenatal care, parent education, mental health, substance abuse, and those designed to help families meet basic needs such as food and nutrition services, housing services, including transitional living arrangements, transportation services, financial assistance; child care; and respite care. Discuss how the program partners with other service providers to coordinate services.
2. Collaborations with other programs that support the success of families in the FaDSS program.
3. How referrals and collaboration may be different for families that are not mandatory PROMISE JOBS participants.
4. Support groups offered by the program or other programs that the Applicant partners with, including the purpose and duration.

Support: Provide a description of how the program incorporates a strength-based, supportive approach to implementation of other core components (such as home visits, assessments, goal setting, referrals and collaboration). Include the following:

1. After Care: Describe how after care services will be developed for the families. Please discuss the support systems to be developed for these families prior to exiting FaDSS. If not provided directly by the program, discuss how other needs of the families will be provided for, including but not limited to childcare assistance, transportation, substance use treatment, support group counseling, food, clothing, and housing.

Advocacy and Self-Empowerment: Provide a description of how the program supports families to develop advocacy and self-empowerment skills. Describe the following:

1. How the program bridges the connection between families and community services.
2. How Family Development Specialists are made knowledgeable of available community support and how they communicate the needs of families to various community resource systems that require them to advocate for a family.

3. How the program fosters self-empowerment for families in order to achieve self-sufficiency.
4. How the program incorporates an equity lens when addressing advocacy and self-empowerment for diverse service populations.

Refer to the following documents in Appendix B:

Draft FaDSS Virtual Visit Policy

Refer to the following documents in Appendix C:

FaDSS Program Standards

FaDSS Menu of Assessment and Screening Tools

FaDSS Concept Paper

Assessment/Screening Tool Request Form

DRAFT

Section 8: Program Evaluation

In narrative form, describe the Applicant's performance management plan. Include the following:

1. Describe the Applicant's plan for monitoring data to assure integrity and accuracy.
2. Describe the Applicant's plan for evaluating the program's success in meeting the state contract measures.
3. Describe the Applicant's use of data to inform practice changes and strategies needed to continually improve outcomes for families served in the FaDSS program.
4. Describe the Applicant's plan to address diversity, equity and inclusion in the FaDSS program.

Refer to the FaDSS Contract Template and FaDSS Performance Outcome Measures In Appendix C.

Section 9: Fiscal Management

Proposed Budget

The Applicant is required to submit the details of proposed expenses to implement the project as described in the Applicant's application to accomplish the work as described in this RFP. **Use Proposed Budget, Budget Detail, and Consultant forms located in Appendix D.** Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application.

Refer to the Proposed Budget instructions, Budget Detail sample, and FaDSS Other Support Summary instructions in Appendix D.

Demonstrated Fiscal Management

In narrative form, describe the Applicant's plan to assure fiscal management and oversight of awarded FaDSS grant funding. Include the following information:

1. The Applicant's plan to meet fiscal reporting requirements as outlined in the FaDSS Contract Template document found in Appendix C.
2. The findings of the most recent independent audit of the Applicant's financial statements. This information must be appropriately labeled and included with Section 9.
3. Describe the Applicant's ability to fully spend the contracted funds and include processes and procedures for reviewing and assessing program budget projections and adjusting accordingly. Include examples of how the Applicant has modified plans and services to fully spend funds awarded for FaDSS or other similar services in the past.

Section 10: Assurances/Other

Diversity Impact Statement

The proposed services through this RFP could have a disproportionate or unique positive impact on diverse populations. In narrative form,

1. Describe the positive impact expected from the program.
2. Present the rationale for the need for the program in the service area.
3. Provide evidence of consultation of representatives of the diverse populations impacted.

Identify which group(s) is/are impacted:

Women

Persons with a Disability

Blacks

Latinos

Asians

Pacific Islanders

American Indians

Alaskan Native Americans

Other:

Proof of Accreditation/Compliance with Organizational Standards

The Applicant must attach to Section 10 their most recent accreditation letter(s) that demonstrates active, good standing status with an evidence-based model or proof of good standing and compliance with the National Standards for Community Services Block Grants (CSBG), Council on Accreditation, Commission on Accreditation of Rehabilitation Facilities, Iowa Family Support standards and the FaDSS Organizational Standards.

Refer to the FaDSS Program Standards and FaDSS Comprehensive Quality Assurance Process – page 7 in Appendix C.

Letters of Support

The Applicant may provide up to three letters of support. Letters of support must be attached to Section 10 of the application.

Assurances

- I hereby certify that, to the best of my knowledge, all of the information contained in the application is true and correct.
- I understand that the Iowa Department of Human Rights and/or the FaDSS Council reserve the right to request modifications of this application during the process of contract negotiation, if awarded.
- The application shall serve as the organization's work plan for the thirty-six-month period beginning July 1, 2022, and ending June 30, 2025, if awarded.

Signature – Executive Director

Date

Typed or Printed Name

Signature – Board Chair

Date

Typed or Printed Name

PART III: GRANT APPLICATION SCORING

Scoring Methodology

Members of the FaDSS Council's Grant Review Committee and two staff to the Council will independently score all accepted grant applications using a predetermined point system based on the content of each section in the application.

Upon completion of independent review, all reviewers will meet (virtually or in-person, TBD) to discuss the scores. Upon arriving at general consensus, a final score will be assigned to each application.

Accepting/Rejecting Applications

If all of the criteria below are met, application sections outlined in the table below will be scored. If any of the criteria below are not met, the application will be rejected without review of the sections listed in the table below and no score will be assigned. Any Applicant whose application is rejected will receive notice by email from the Department.

- ☐ Applicant is eligible to apply
- ☐ All required sections are included in the submission including required signatures
- ☐ Submission was made timely and submitted in accordance with instructions
- ☐ Font type and size are correct
- ☐ Attachments are labeled and submitted in accordance with instructions

Points Possible per Section

Section	Scoring
Section 1: Cover Sheet	Met/Not Met
Section 2: Program Summary	20 points possible
Section 3: Population Served	20 points possible
Section 4: FaDSS Personnel	10 points possible
Section 5: Supervision	15 points possible
Section 6: Professional Development	20 points possible
Section 7: Service Delivery	60 points possible
Section 8: Program Evaluation	15 points possible
Section 9: Fiscal Management	20 points possible
Section 10: Assurances/Other	16 points possible
Total Points Possible	196

Section 1: Cover Sheet

This section either meets or does not meet satisfaction based on the inclusion of each required element outlined in the application.

Section 2: Program Summary

Background: 5 points possible

Demonstrated Experience: 10 points possible

Partnerships: 5 points possible

Section 3: Population Served

Marketing Plan: 5 points possible

Recruitment Strategies: 10 points possible

Referral Process: 5 points possible

Section 4: FaDSS Personnel

Personnel Structure: 5 points possible

Vacancy Plan: 5 points possible

Section 5: Supervision

Individual Supervision: 5 points possible

Group Supervision: 5 points possible

Supervision of the FaDSS Coordinator: 5 points possible

Section 6: Professional Development

Onboarding: 5 points possible

Annual Professional Development: 10 points possible

Support: 5 points possible

Section 7: Service Delivery

Home Visiting: 10 points possible

Assessment: 10 points possible

Goal Setting: 10 points possible

Referrals and Collaboration: 10 points possible

Support: 10 points possible

Advocacy and Self-Empowerment: 10 points possible

Section 8: Program Evaluation

Plan for ensuring data integrity: 5 points possible

Plan for evaluating success in meeting state contract measures: 5 points possible

Plan for using data to inform practice: 5 points possible

Section 9: Fiscal Management

Plan for fiscal reporting requirements: 5 points possible

Audit Findings: 5 points possible

Returned/Unused Funds: 10 points possible

Section 10: Assurances/Other

Diversity Impact Statement: 5 points possible

Proof of Accreditation: 5 points possible

Letters of Support: 2 points possible for each letter of support. 3 letters total may be submitted.

2 points possible

2 points	Strong letter of support
1 point	Satisfactory letter of support

5 points possible

5 points	Meets all requirements Excellent response
4 points	Meets almost all requirements Strong response
3 points	Meets many requirements, some compromises Good response
2 points	Meets some requirements Fair response
1 point	Does not meet requirements Unsatisfactory response

10 points possible

8-10 points	Demonstrated success + Excellent response
5-7 points	Meets all requirements Strong response
3-4 points	Meets many requirements Good response
1-2 points	Meets some requirements Fair response
0 points	Does not meet requirements Unsatisfactory response

PART IV: APPENDICES

Appendix A

Application Instructions

Part II: Sections 1 through 10 must be submitted in Arial size 11 font, single-spaced. Applicants must properly label each section in their responses.

Applicants are responsible for preparing one grant application document containing the Applicant's responses to Part II: Sections 1 through 10.

Part II: Section 10 requires signatures. Electronic or original signatures are acceptable.

All required and optional application documents must be submitted in PDF format, appropriately labeled according to the table below, and submitted as attachments to the same email. Only documents listed in the table below will be accepted as attachments to the email submission.

Submissions must be emailed to DCAA@iowa.gov by 4:00 PM on February 10, 2022.

Document Checklist	Required Format	Required Document Title
<input type="checkbox"/> Application (Part II: Sections 1-10)	PDF	APPLICANTNAME_FaDSS_RFP_APPLICATION
<input type="checkbox"/> Proposed Budget	PDF	APPLICANTNAME_FaDSS_RFP_PROPOSED_BUDGET
<input type="checkbox"/> Budget Detail	PDF	APPLICANTNAME_FaDSS_RFP_BUDGET_DETAIL
<input type="checkbox"/> Consultant Form	PDF *If applicable	APPLICANTNAME_FaDSS_RFP_CONSULTANT_FORM
<input type="checkbox"/> Indirect Cost Rate Agreement or Cost Allocation Plan	PDF	APPLICANTNAME_FaDSS_RFP_INDIRECT_COST_RATE_AGREEMENT_OR_PLAN
<input type="checkbox"/> Screening/Assessment Tool Request Form	PDF *This document is optional	APPLICANTNAME_FaDSS_RFP_SCREENING/REQUEST
<input type="checkbox"/> Proof of Accreditation/Compliance with Organizational Standards	PDF	APPLICANTNAME_FaDSS_RFP_ACCREDITATION_COMPLIANCE_ORGANIZATIONAL STANDARDS
<input type="checkbox"/> Letter of Support #1	PDF	APPLICANTNAME_FaDSSSS_RFP_LETTER_O

	*This document is optional	F_SUPPORT_1
<input type="checkbox"/> Letter of Support #2	PDF *This document is optional	APPLICANTNAME_FaDSSS_RFP_LETTER_OF_SUPPORT_2
<input type="checkbox"/> Letter of Support #3	PDF *This document is optional	APPLICANTNAME_FaDSSS_RFP_LETTER_OF_SUPPORT_3

DRAFT

Table 1: Service Delivery Areas

Service Area	Counties in Service Area	Family Capacity
A	Osceola, Dickinson, Emmet, O'Brien, Clay, Palo Alto, Buena Vista, Pocahontas, Humboldt, Wright, Webster, Hamilton	81
B	Kossuth, Winnebago, Worth, Mitchell, Hancock, Cerro Gordo, Floyd, Franklin, Butler	67
C	Howard, Winneshiek, Allamakee, Chickasaw, Fayette, Clayton, Bremer	49
D	Grundy, Blackhawk, Buchanan	86
E	Delaware, Dubuque, Benton, Linn, Jones, Iowa, Johnson, Washington	232
F	Jackson, Clinton, Cedar, Muscatine, Scott	142
G	Louisa, Henry, Des Moines, Lee	76
H	Mahaska, Keokuk, Wapello, Jefferson, Appanoose, Davis, Van Buren	72
I	Hardin, Story, Marshall, Tama, Jasper, Poweshiek, Warren, Marion	103
J	Adair, Madison, Adams, Union, Clarke, Lucas, Monroe, Taylor, Ringgold, Decatur, Wayne	49

K	Monona, Crawford, Harrison, Shelby, Pottawattamie, Cass, Mills, Montgomery, Fremont, Page	107
L	Polk	224
M	Carroll, Greene, Boone, Audubon, Guthrie, Dallas	49
N	Woodbury	66
O	Lyon, Sioux, Plymouth, Cherokee, Ida, Sac, Calhoun	49

Table 2: Available Funds

Service Area	Available Funds
A	\$380,619
B	\$314,377
C	\$230,000
D	\$404,324
E	\$1,090,586
F	\$666,944
G	\$357,213
H	\$339,662
I	\$484,004
J	\$230,000
K	\$501,793
L	\$1,050,478
M	\$230,000
N	\$310,542

0	\$230,000
---	-----------

DRAFT

Appendix B

***Merge these PDF docs into one PDF**

FaDSS Draft Eligibility Policy

FaDSS Caseload Size Policy

FaDSS Capacity Policy

FaDSS Draft Virtual Visit Policy

DRAFT

Appendix C

FaDSS Contract Template

427 Iowa Administrative Code Chapter 15

FaDSS Program Standards

FaDSS Concept Paper

FaDSS Menu of Assessment and Screening Tools

Assessment/Screening Tool Request Form

FaDSS Comprehensive Quality Assurance Process

FaDSS Performance Measures

Contract Measures	Contractor Target FY 22	Statewide Target
<i>Outcome (Barrier Reduction) Measurements</i>		
% Families will be involved in at least one FaDSS activity designed to increase work preparedness skills.	70%	70%
% Families will have increased their income at program exit.	50%	50%
% Adult family members with substantiated mental health barriers will access appropriate treatment.	90%	90%
% Adult family members with substantiated substance abuse barriers will access appropriate treatment	90%	90%
% Families experiencing domestic violence will receive assistance.	90%	90%
% Employed families with child care issues will have addressed those issues.	60%	60%
% Families with children 0-5 will enroll in an early childhood program.	60%	60%
<i>Output Measurements</i>		
% Families will receive at minimum one month of FaDSS transition services after the last month of FIP is received.	65%	65%
% All visits will be conducted in a family's home environment.	75%	75%
% Families will receive the required minimum amount of visits throughout enrollment (see Figure 1).		

Appendix D

Proposed Budget Form
Proposed Budget Instructions
Budget Detail Form
Budget Detail Sample
Consultant Form
FaDSS Other Support Summary Instructions

DRAFT